



## **ACCOUNTANT (Entry/Journey Level)**

**Sacramento, California**

**Entry: \$51,850 - \$64,812 Journey: \$64,816 - \$81,020 ANNUAL +  
Opportunity for Performance Bonuses**

### **THE ORGANIZATION**

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR management and consulting services, employment testing and assessment services, and applicant tracking software to government agencies throughout North America. We assist organizations across the talent management continuum in recruiting, selecting, and developing employees.

### **THE POSITION**

CPS is seeking an Entry/Journey level Accountant with experience in general accounting procedures and requirements. The incumbent will work under the direction of the Controller in our finance department and assist with various general ledger, budget, A/P and A/R related accounting functions. Duties include but are not limited to:

### **KEY DUTIES**

- Oversees and reviews accounting processes and procedures for conformance with specific accounting requirements; develops and makes recommendations regarding specific accounting procedures.
- Reviews and oversees the maintenance and analysis of the general ledger accounts and sub-systems such as accounts payable, accounts receivable, and other balance sheet and income statement accounts.
- Uses mainframe and integrated accounting package to conduct account analysis, review expense items and identify expenses and revenue trends.
- Collects and analyzes financial data; compares actual versus budgeted numbers on income statements, analyzes and explains variances.
- Provides technical support to the controller in preparing month-end and year end closings, including documents for auditors and reconciliations.
- Participates with the CFO and controller in preparing annual budgets, updates and strategic plans.
- Participates in the maintenance and application of internal controls; maintains and monitors an internal audit program as directed.
- Identifies, recommends, and facilitates implementation of financial process improvements.
- Participates in the development of financial reporting for the organization's business plan and annual report.
- Performs other duties as assigned.

### **QUALIFICATIONS**

**Experience:** Entry: Six months accounting and/or auditing experience desired. Journey Level: Two years of increasingly responsible professional accounting and/or auditing experience.

**Education:** Bachelor's Degree in accounting, public/business administration or relevant field. Professional level experience may substitute for educational requirements on a year for year basis.

### **BENEFITS**

Our excellent benefits package includes; health, dental, vision, life, retirement, and many other competitive benefits.

### **TO APPLY**

Qualified candidates must complete an online application form. Resumes will be requested during the second phase of the recruitment process. Candidates' qualifications and experiences will be screened, and personal interviews will be scheduled with the most highly qualified candidates. The successful candidate must successfully pass a background investigation.

**FINAL FILING DATE Open Until Filled**

*CPS is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*